

## NOAMA Grant Match Fund Allocation Policy

Last approved:	NOAMA Board	January 28, 2025
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### 1. Background

The NOAMA Grant Match Fund (GMF) is designed to support research that improves patient outcomes in Northern Ontario and aligns with NOSM University's priorities. To ensure sustainable management of this fund, NOAMA must balance the fund's availability with ongoing and anticipated commitments while avoiding excessive accumulation.

### 2. Policy Statement

- i. The GMF allocation will be managed on an annual cycle to ensure consistent funding availability for eligible research projects while preventing excessive accumulation of unallocated funds.
- ii. A maximum cap of \$800,000 (2 years funding) will be allowed moving into the next fiscal year's budgeting process (beginning balance).
- iii. During the budget process, AFP funding may be allocated to the GMF up to the approved maximum cap. GMF residuals from prior years will be utilized to meet funding commitments for that year.
- iv. Any dedicated grant match funding through the budget cycle that is not required as a function of the maximum cap can be repurposed to support other NOAMA initiatives through the budgeting process.

### 3. Policy Details

1. Fund Allocation:
  - a. Annual contributions to the GMF will be made during the annual budget process, considering projected commitments and the fund's current balance.
2. Cap Management:
  - a. At the end of each fiscal year, the balance of the GMF will be reviewed to support the budgeting process and monitor the maximum cap balance moving into the next fiscal year.
3. Utilization Plan:
  - a. GMF Subcommittee will continue to responsibilities and adhere to the local guidelines when making decisions to approve grant match requests receiving throughout the year, understanding that utilization is difficult to predict.

4. Reporting and Oversight:
  - a. An annual report on the GMF's balance and allocations will be submitted during the budgeting process.
  - b. The report will include a summary of funded projects, the balance of the GMF, and any planned adjustments to maintain compliance with this policy.

#### **4. Procedures**

- i. The GMF Subcommittee will monitor the fund balance and report to the NOAMA Board.
- ii. Any proposed reallocation or use of funds beyond the standard GMF guidelines must be approved by the NOAMA Board.
- iii. The NOAMA Board will review, through the budgeting process, the annual fund allocation and maximum cap which is currently set at 2 years of the annual allocation.
- iv. Adjustments to the GMF annual allocation or maximum cap may be made with Board approval if circumstances change significantly.

#### **5. Review and Amendments**

- i. This policy will be reviewed every two years or as required to ensure it remains aligned with NOAMA's strategic goals and financial management practices.

DO NOT REMOVE THIS VERSION RECORD FROM THIS DOCUMENT

Version	Date	Authors/Comments
1.0	2025.01.28	Original policy